



## **Community Arts Grants Program**

### **Guidelines and Application for 2013 Grants**

#### **Important Dates**

<b>Grant Application Due:</b>	<b>Monday, Oct. 29, 2012</b>
Grant Announcement:	Dec. 14, 2012
Earliest Project Start Date:	Jan. 1, 2013
Latest Project End Date:	Dec. 31, 2013

#### **Deadline Policy**

Late or incomplete applications will not be accepted. Electronic transmission of applications (fax or email) will not be accepted unless requested by city staff.

#### **Delivery of Application**

**By Hand:** Applications must be received at the Cultural Arts Office, 2955 Elmwood Avenue, (just north of the Cole Library) Carlsbad 92008, by 4 p.m. on Monday, Oct. 29, 2012. All applications must be received by staff and noted as such with time and date.

**By Mail:** Applications sent by U.S. mail or special delivery services must be postmark dated no later than Oct. 29, 2012.

U.S. mail should be addressed to:  
Cultural Arts Office/City of Carlsbad  
Community Arts Grants  
1200 Carlsbad Village Drive  
Carlsbad, CA 92008

Special delivery services should be addressed to:  
Cultural Arts Office/City of Carlsbad  
Community Arts Grants  
2955 Elmwood Avenue  
Carlsbad, CA 92008  
760-434-2920

#### **Workshop**

Potential new applicants are strongly urged to attend the Community Arts Grant Application Workshop: Thursday, Sept. 27; 5 to 7 p.m.  
Gowland Meeting Room, Carlsbad City Library complex, 1775 Dove Lane, 92011

#### **Downloadable Copy**

You may obtain a copy of the guidelines and application from the city Website at [www.carlsbadca.gov/arts](http://www.carlsbadca.gov/arts) --> Community arts grants

#### **For More Information**

If you have questions, contact Colleen Finnegan,  
Community Arts Coordinator  
T: 760-434-2900; F: 760-730-0329; E: [colleen.finnegan@carlsbadca.gov](mailto:colleen.finnegan@carlsbadca.gov)

## Introduction

The Carlsbad Cultural Arts Office and the Carlsbad Arts Commission invite applications for the annual Community Arts Grants program. Community Arts Grants are designed to help Carlsbad arts organizations, artists, and community and educational groups achieve their artistic and administrative objectives, while simultaneously providing cultural and artistic opportunities for Carlsbad residents. There are two categories of grants:

- (1) Organizations/Artist Partnerships**
- (2) Arts Education**

Proposals may involve visual, performing, literary or media arts. The overall goals of the Community Arts Grants Program are:

- To provide opportunities for the artistic and cultural development and enjoyment of our residents.
- To support all arts disciplines and artists in every stage of their careers.
- To encourage the development of culturally diverse activities.
- To ensure that the arts reach all segments of the population.

## Guidelines

### What We Fund

Proposals eligible for funding under **Organizations/Artist Partnerships** include:

- Publicly accessible performances and exhibitions of the arts that take place within the City of Carlsbad.
- Community arts projects, such as workshops or lectures, that provide arts opportunities to people who are not necessarily professional artists, and take place in Carlsbad.

Proposals eligible for funding under **Arts Education** include:

- In-class and before/after-school projects involving professional artists and providing students with arts participation activities, including artist-in-residence activities, collaborative programs and events by student artists which are open to the public.
- Support for ongoing activities of school-based, student extracurricular organizations that the public may attend. Funded activities must take place within the City of Carlsbad.

### Who We Fund

Community Arts Grants are available to not-for-profit, tax-exempt organizations, as determined either by the Internal Revenue Service or the California State Franchise Tax Board.

Organizations that wish to submit proposals but do not have not-for-profit incorporation status may apply through a Fiscal Sponsor (*an organization which has non-profit incorporation status*). An organization which acts as a Fiscal Sponsor for another organization will NOT be prevented from applying for a grant for its own programs.

Fiscal Sponsors:

- must be located in San Diego County;
- must be approved in advance by the Cultural Arts Office;
- must provide proof on non-profit status to the Cultural Arts Office;
- must be responsible for receiving awarded funds and dispersing them to the applicant;
- must be willing to perform this service at no more than 10% of the amount awarded to the applicant.

Partnerships: All individual artists and all arts organizations headquartered outside the City of Carlsbad are only eligible to submit proposals in partnership with Carlsbad-based schools or organizations. Partnership proposals involving individual artists must be submitted by the partnering Carlsbad school or organization, which must provide all support documents required in its application category. Proposals involving outside organizations may be submitted by the outside organization and must include a Letter of Participation signed by the Chief Executive or Principal of the partnering Carlsbad school or organization. This letter must specifically identify the role of the Carlsbad partner in the proposed project.

Arts Education Grants are available to Carlsbad public and private schools, student organizations, and authorized parent support groups. Arts Education proposals in partnership with outside organizations must demonstrate significant involvement by the partnering Carlsbad school in the proposal's development. Grants are not given for activities that are part of the regular curriculum, such as ongoing art classes or for one-time assembly programs by outside partner organizations.

Elementary Schools may submit one application per school site.

Middle Schools may submit up to two applications per school site.

High Schools are not limited in the number of applications per school site.

### What We Do **Not** Fund

- Scholarships, fellowships or tuition assistance
- Direct grants to individuals
- Capital expenditures (*See definition and exceptions below*)
- Costs incurred before the start of the funded project (*earliest start date is Jan. 1, 2013*)
- Applications to reduce existing deficits
- Arts activities outside the City of Carlsbad
- Entry fees for competitions
- Pageants, fund-raising events or hospitality costs
- Travel expenses: transportation/mileage/lodging/meals (*See exception below*)
- Publication of manuscripts or compositions not created as part of a grant-supported project
- Activities not open to the Carlsbad general public
- School programs traditionally part of the academic curriculum
- Projects that are primarily religious in nature
- Proposals from for-profit business entities

Capital Expenditures are: purchases of real estate; facility or property construction, renovation or repair costs; purchase of equipment related to general operations.

Exceptions are: purchases or repairs of arts-specific equipment with the capability of extended use over several years (musical instruments, kilns, etc.). Proposals requesting funds for such expenses should be discussed in advance with the Community Arts Coordinator and may not exceed \$500 in requested funds.

Travel Expenses Exception: Arts Education applicants may include student bus travel as an identified expense

### Who We Do **Not** Fund

- Applications submitted by government agencies.  
(*Exception: public K-12 schools under the Arts Education category.*)
- Applications submitted by support groups of city departments or facilities.

### Grant Amounts

\$25,000 is available for the 2013 grant cycle. Of this total, up to 50% (\$12,500) may be allocated for Arts Education Grants, to be determined by the Review Panel. Each Arts Education proposal is restricted to a maximum request of \$1,200. Organizations/Artist Partnerships proposal requests are not restricted.

### Matching Requirements

**Grants can only amount to 50% of the entire proposed project costs.** All grant money awarded must be fully matched. The applicant must provide half or more of the total project cost in cash or a combination of cash and in-kind contributions from other sources, identified in the Project Budget. *(In-kind contributions refer to facilities, supplies, equipment, and services whose monetary value can be determined and that are necessary to the project and otherwise must be purchased or rented by the applicant to conduct the project.)* In cases of demonstrated special need, a high in-kind match may be acceptable. These cases must be discussed with the Community Arts Coordinator prior to application. No more than 25% of the grant request may be used to purchase supplies related to the project.

### Peer Panel Process

A peer panel consisting of artists and arts professionals from Carlsbad and San Diego County and assigned members of the Carlsbad Arts Commissioners review and rate all grant applications, determine project worthiness, and recommend appropriate funding levels. All applications are individually evaluated with narrative comments, given numerical scores and collectively ranked. The process is designed to strengthen the evaluation process and ensure the integrity and success of the grants program.

The Carlsbad Arts Commission reviews the peer panel recommendations and awards the grants.

### Review Criteria

Proposals will be reviewed and rated on the basis of the following criteria:

**Scope of Project:** Proposal fulfills at least one Community Arts Grants goal and meets guidelines. (See page 2: Introduction)

**Artistic Merit:** Project relates to applicant's mission; project objectives are clear; project demonstrates quality with regard to participating artists, type and level of activities, and opportunities for residents to participate.

**Community Impact:** Project establishes or strengthens consistent programming in Carlsbad by applicant organization; demonstrates participation by Carlsbad artists, students, members, volunteers or others; demonstrates history of Carlsbad audience attendance or other participation; addresses unmet needs or underserved audiences; serves significant number of Carlsbad residents in relation to proposed grant amount. New applicants must demonstrate significant impact or ability to attract Carlsbad audiences.

**Fiscal Readiness:** Project Budget demonstrates need, appropriate funding match, effective use of funds, organizational accountability and reasonable relationship to organization's annual budget.

**Organizational Readiness:** demonstrated ability to conduct project successfully; Board/volunteer support; qualified part-time or full time staff; appropriate financial record-keeping; diverse financial resources.

### Notification, Contracts and Payments

- A notification letter of acceptance or denial will be sent to each applicant by Dec. 14, 2012. This letter serves as the agreement between the Cultural Arts Office and the approved grantee.
- The Cultural Arts Office reserves the right to negotiate the location of grant-funded activities.
- The first payment of 75% is made after the Cultural Arts Office is notified by letter that the project has begun.
- The second and final payment of 25% is made upon receipt, review and acceptance of the applicant's Final Report Form.

## Changes

Proposed legal amendments to approved projects and contractual agreements for grant funds must be submitted in writing to the Cultural Arts Office by the grantee for approval.

**Any changes in purpose, personnel, location, date, activity or budget must receive Cultural Arts Office approval before grant funds may be used.**

## Financial Management

Grant recipients are required to maintain accounts, records and the evidence pertaining to costs incurred and revenues acquired under the respective grant program.

More specifically, grantees should be able to provide upon request:

- Accurate, current and complete disclosure of the financial accounting for the grant project.
- Records that identify adequately the sources and application of funds for grant-sponsored activities.
- Accounting records which can be supported by source documentation: invoices, receipts, bank statements, etc.

## Public Acknowledgement

Grant recipients must credit the Cultural Arts Office for its contractual support of the project in printed and broadcast promotion, electronic media, brochures, posters, programs, handbills and other promotional material. Grantees failing to provide the required credit may forfeit the remaining grant funds due in the current cycle or be denied application in the next grant cycle. The following acknowledgement must appear on all published materials concerning the funded project:

**“This program is made possible in part by a Community Arts Grant from the City of Carlsbad’s Cultural Arts Office.”**

In addition, grantees must keep the Cultural Arts Office informed of all program dates and times.

Grantees are encouraged and expected:

- to extend individual notifications to the member of the Carlsbad City Council and Carlsbad Arts Commission. These notifications must be received by the members a minimum of fourteen days in advance of the event.
- to provide full and timely information to the Cultural Arts Office so grant-funded programs may be included in the Cultural Arts Office's thrice-yearly newsletter, Carlsbad Arts News.
- to make every effort to provide photographs suitable for use in Cultural Arts Office publications of the activities and participants of funded projects.
- to extensively promote funded events and projects.

## Monitoring and Site Visits

The Cultural Arts Office will monitor grant projects during the course of the grant cycle. Grant applicants may be contacted by the Cultural Arts Office staff and may receive a site visit. The reports of these site visits will be inserted into grant application files and provide a basis for evaluation of future requests.

## Final Report

Grantees are required to file a financial and narrative Final Report within 30 days of the project completion, unless an extension has been mutually agreed upon between the grantee and the Cultural Arts Office. In any case, Final Reports for all 2013 grants must be filed by Dec. 31, 2013. The Final Report must identify all income sources and amounts.

**If the Final Report from a grantee’s previous year’s funding has not been submitted to the Cultural Arts Office, new funds awarded to the grantee for the following year will not be released.**

### Staff Assistance

Cultural Arts Office staff will be available to assist applicants at a public grant workshop. (See page 1 of these guidelines for date, time and location.) The applicant should read the guidelines thoroughly and if the applicant has further questions, contact the Community Arts Coordinator, Colleen Finnegan: T: 760-434-2900; Email [colleen.finnegan@carlsbadca.gov](mailto:colleen.finnegan@carlsbadca.gov)

### Submission Instructions and Deadline

Year 2013 Community Arts Grants are awarded for projects that begin after Jan. 1, 2013 and are completed by Dec. 31, 2013.

Applications must be delivered by hand on Oct. 29, 2012 by 4 p.m. OR postmarked by the US Post Office, UPS, Federal Express or similar postal service no later than 12 Midnight Oct. 29, 2012.

Applications that arrive late or are postmarked by internal postage meters will not be considered. See front page for more details and appropriate address information. **Only one application is allowed per organization, elementary school or individual artist in each annual grant cycle.**

### How to Apply

**Grant applications must be submitted in the designated application format. Application questions must be answered in the order given. All requested information must be provided. Applications must be complete, legible, accurate, and signed. Handwritten applications will not be accepted.**

The application is included with these guidelines. Or the application may be obtained from the Cultural Arts Office Home Page on the city's website: [www.carlsbadca.gov/arts](http://www.carlsbadca.gov/arts) under the category "Community Arts Grants."

- Applicants should provide the information on 8.5" x 11" (letter-size) paper.
- Applications must be done in 10-point type or larger. Margins should be at least .5 inch left and right and 1.5 inches top and bottom.
- Include the numbered item titles and then the requested information, following numeric order. The response to each numbered item should be provided using single-spaced lines; a double space should be inserted between numbered items.
- Applications are limited to four pages:  
pages 1 and 2 for all organization information and responses to narrative questions;  
pages 3 and 4 for the requested budget information about the proposed project.
- Include the provided Certification Page with original signatures in blue ink.
- Include the provided Assurance of Compliance Page with original signature in blue ink.

See page 7 for a checklist of all items required in a Community Arts Grant application.

### **Documents on the Following Pages**

- Checklist of Required Items for Grant Proposal Submission Package: page 7
- Application for Organizations/Artist Partnerships: pages 8 - 11
- Application for Arts Education: pages 12 - 15

## Checklist of Required Items for Grant Proposal Submission Package

### All submission packages must include:

One (1) original application with all Certification and Assurance signatures in BLUE ink, and six (6) copies of the following materials, ordered and collated as follows:

- a) Proposal (Narrative and Project Budget: up to 4 pages in length)
- b) Signed Certification Page
- c) Signed Assurance of Compliance Page
- d) The applicant organization's full financial statement for the most recently completed fiscal year, audited if available (Exception: K-12 schools; PTA/student /booster groups must submit financial statements).
- e) The applicant organization's total budget statement for the current fiscal year (Exception: K-12 schools; PTA/student/booster groups must submit budgets).
- f) A signed Letter of Participation - but only if application is a Partnership (see Who We Fund --> Partnerships on page 2 for more details).
- g) Resumes of participating artists.

And one (1) copy of the following materials

- h) List of current Board of Directors and Officers' names and mailing addresses
- i) Samples of work by the arts organization or participating artist(s): cd, dvd, audio or videotape, manuscripts or other print material)
- j) First-time applicants must also include proof of not-for-profit, tax-exempt status (Exception: K-12 schools, parent-teacher organizations, school clubs or booster groups).

Do NOT place materials in a binder of any kind.

**Incomplete applications may not be referred to the peer panel.** These include:

- Applications that do not include required documents.
- Applications that do not include required signatures, with originals in blue ink.
- Applications that do not include the correct number of copies.
- Applications that do not include participating artists' resumes.
- Applications that do not include work samples.
- First time organizational applications that do not include proof of not-for-profit tax-exempt status. (Note exceptions above)
- Applications that are handwritten.

## Organizations/Artist Partnerships – 2013 Community Arts Grant Application

**Applicant's name must appear at the top of each page.**

**Narrative: Numbered items must be completed in order – 2 PAGES MAXIMUM.**

1. Applicant - Carlsbad Organization  
*Organization name/contact person/title, address, email, phone, fax*  
*Organizations must also provide federal tax ID number to receive awarded funding.*
2. Partner Organization/Partner Artist/Fiscal Sponsor – if applicable  
*Organization name, contact person, address, email, phone, fax, federal tax ID number;*  
*or artist name, address, phone, fax, email, social security number*
3. Artistic Discipline of Primary Emphasis  
*Select one – dance, music, theatre, visual arts, literary arts, media arts, traditional & folk arts, multidisciplinary arts*
4. Applicant Organization's Total Annual Fiscal Activity  

<u>Most recent completed fiscal year</u>	<u>Estimate for current fiscal year</u>
Expenses:	Expenses:
Income :	Income:
5. Grant Amount Requested  
*Do not include the matching amount or total project budge – only the funding request.*
6. Population Served by Grant  
*Describe and number participants; describe potential audience size for the project.*
7. Project Dates    Start of Activities:                  Performance/Exhibition Date(s):  
*If requesting support for seasonal or annual schedule of events, attach complete schedule page.*
8. Summary of Project                  30 words or less
9. Narrative  
*Describe the project, including its purpose, activities and participants. Be as specific as possible.*
10. Need and Impact  
*Briefly describe how this project addresses the needs of its participants or serves Carlsbad residents.*
11. Enhancement Factors  
*If this project has received past funding from this program, provide the number of years of funding, describe how the proposed project is changed or improved this year and present justification for continued funding.*
12. Applicant Organization's relationship to the proposed project  
*If proposal includes a partner, also include: partner's history, training or art background and reason for conducting this project.*
13. Summary of Work Plan in outline form  
*Please include timeline of specific activities, including your evaluation process actions.*



## Organizations/Artist Partnerships – 2013 Community Arts Grant Application

Applicant's name must appear at the top of each page.

**Proposed Project Budget:** Items must be completed in order – 2 PAGE MAXIMUM.

All expenses and income should be related directly to the proposed project.

**EXPENSES:** Budget breakdown of estimated project costs (rounded to nearest ten dollars)

- A. Salaries and wages of paid organization staff  
*List each position separately. Include titles and/or description of personnel, number of personnel, weekly salary amount, % of annual work time devoted to this project, amount of salary for this project.*  
*Total all salaries/wages.*
- B. Fees for contracted services and other expenses  
*Guest artists, other special service providers. List each item separately.*  
*Total all fees.*
- C. Production Expenses  
*Purchased supplies/materials, equipment rentals, etc. List each item separately.*  
*Total all expenses.*
- D. Program Support  
*Promotions, utilities, facilities, etc. List each item separately.*  
*Total all support.*

**TOTAL PROJECT EXPENSES (A + B + C + D):**

**INCOME:** Budget breakdown of all contributions, grants and revenues for this project

- E. Direct Support from Organizations
  - 1) Budget allocations from applicant and/or partner  
*Cash funds, list all sources. Total all cash support.*
  - 2) In-kind services, facilities, materials  
*List each major item. Total all in-kind support.**Total direct support (1+2):*
- F. Revenues: Income earned specifically by this project  
*Ticket sales, program ads, concessions, participation fees, etc. List each separately.*  
*Total all revenues.*
- G. Grants and Contributions  
*List each separately; asterisk those that are already committed.*  
*Total all grants/contributions. DO NOT INCLUDE COMMUNITY ARTS GRANT REQUEST.*

**TOTAL PROJECT INCOME (E + F + G):**

**AMOUNT REQUESTED FROM COMMUNITY ARTS GRANT PROGRAM:**

**TOTAL PROJECT INCOME + AMOUNT REQUESTED:**

*(must EQUAL or EXCEED Total Project Expenses)*

**Organizations/Artist Partnerships – 2013 Community Arts Grant Application**

Organization's name: \_\_\_\_\_

**Certification page**

We certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of our knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

*Please provide blue ink signatures on all original application forms.*

Authorizing Official(s) – (Applicant Organization President, Chairman of the Board or Executive Director)

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

Partner Artist/Project Director

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

Partner Arts Organization (President, Chairman of the Board or Executive Director)

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

## Organizations/Artist Partnerships – 2013 Community Arts Grant Application

Organization's name: \_\_\_\_\_

*Please provide blue ink signatures on all original application forms.*

### Assurance of Compliance page

\_\_\_\_\_ (hereafter, called the "Applicant" hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendment of 1972. Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exception, Title IX of the Education Amendments of 1972 prohibits exclusion of persons on the basis of sex from any education program or activity receiving federally financial assistance.

Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex in any program or activity receiving City of Carlsbad Cultural Arts Office support. The Applicant hereby gives assurance that it immediately will take any measure necessary to comply.

This Assurance shall obligate the Applicant for the period during which the financial assistance is extended. This Assurance is given in connection with any and all financial assistance from the Cultural Arts Office/City of Carlsbad after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this Assurance and that the City of Carlsbad shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

\_\_\_\_\_  
Applicant (Organization name)

\_\_\_\_\_  
By (Signature of Board President, Chair or Executive Director)

\_\_\_\_\_  
Date

## Arts Education – 2013 Community Arts Grant Application

Applicant's name must appear at the top of each page.

**Narrative:** Numbered items must be completed in order – 2 PAGES MAXIMUM.

1. Applicant  
*School, PTA, or organization name; principal's or president's name;  
Name of project contact person with title, address, email, phone, fax; federal tax ID number.  
(Federal ID number must be provided to receive awarded funding.)*
2. Artistic Discipline of Primary Emphasis  
*Select one – dance, music, theatre, visual arts, literary arts, media arts, traditional & folk arts,  
multidisciplinary arts.*
3. Partner Organization/Partner Artist/Fiscal Sponsor – if applicable  
*Organization name, contact person, address, email, phone, fax, federal tax ID number;  
or individual artist name, address, email, phone, fax, social security number*
4. Applicant Organization's Total Annual Fiscal Activity (Clubs & Support Groups, not Schools)  

<u>Most recent completed fiscal year</u>	<u>Estimate for current fiscal year</u>
Expenses:	Expenses:
Income :	Income:
5. Grant Amount Requested  
*Do not include the matching amount or total project budge, only the funding request.*
6. Population Served by Grant  
*Describe number and ages of students participating; describe potential audience size for the  
project.*
7. Project Dates    Start of Activities:                      Performance/Exhibition Date(s):  
*If requesting support for seasonal/annual schedule of events, attach complete schedule page.*
8. Summary of Project      30 words or less
9. Narrative  
*Describe the project, including its purpose, activities and participants. Be as specific as possible.*
10. Need and Impact  
*Briefly describe how this project addresses the needs of Carlsbad students at this school.*
11. For Partner Arts Organizations:  
*Describe the history and purpose of your organization and its relationship to the proposed project.*  
  
For Partner Individual Artists:  
*Describe your training and art background and why you want to conduct this project.*
12. Enhancement Factors  
*If this project has received past funding from this program, provide the number of years of  
funding, describe how the proposed project is changed or improved this year and present  
justification for continued funding.*
13. Summary of Work Plan in outline form  
*Please include timeline of specific activities, including your evaluation process actions.*

## Arts Education – 2013 Community Arts Grant Application

Applicant's name must appear at the top of each page.

**Proposed Project Budget:** Items must be completed in order – 2 PAGE MAXIMUM.  
All expenses and income should be related directly to the proposed project.

**EXPENSES:** Budget breakdown of estimated project costs (rounded to nearest ten dollars)

- A. Salaries and wages of paid organization staff  
*List each position separately. Include titles and/or description of personnel, number of personnel, weekly salary amount, % of annual work time devoted to this project, amount of salary for this project.*  
*Total all salaries/wages.*
- B. Fees for contracted services and other expenses  
*Guest artists, other special service providers. List each item separately.*  
*Total all fees.*
- C. Production Expenses  
*Purchased supplies/materials, equipment rental, etc. List each item separately.*  
*Total all expenses.*
- D. Program Support  
*Promotions, utilities, facilities, etc. List each item separately.*  
*Total all support.*

**TOTAL PROJECT EXPENSES (A + B + C + D):**

**INCOME:** Budget breakdown of all contributions, grants and revenues for this project

- E. Direct Support from Organizations
  - 1) Budget allocations from applicant and/or partner  
*Cash funds, list all sources. Total all cash support.*
  - 2) In-kind services, facilities, materials  
*List each major item. Total all in-kind support.**Total direct support (1+2):*
- F. Revenues: Income earned specifically by this project  
*Ticket sales, program ads, concessions, participation fees, etc. List each separately.*  
*Total all revenues.*
- G. Grants and Contributions  
*List each separately; asterisk those that are already committed.*  
*Total all grants/contributions. DO NOT INCLUDE COMMUNITY ARTS GRANT REQUEST.*

**TOTAL PROJECT INCOME (E + F + G):**

**AMOUNT REQUESTED FROM COMMUNITY ARTS GRANT PROGRAM:**

**TOTAL PROJECT INCOME + AMOUNT REQUESTED:**  
*(must EQUAL or EXCEED Total Project Expenses)*

**Arts Education – 2013 Community Arts Grant Application**

**Applicant's name:** \_\_\_\_\_

**Certification page**

We certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of our knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

*Please provide blue ink signatures on all original application forms.*

Authorizing Official(s) – (Applicant School's Principal, PTA President or Support Organization President)

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

Partner Artist/ Project Director

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

Partner Arts Organization (President, Chairman of the Board or Executive Director)

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

## Arts Education – 2013 Community Arts Grant Application

Applicant's name: \_\_\_\_\_

*Please provide blue ink signatures on all original application forms.*

### Assurance of Compliance page

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Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex in any program or activity receiving City of Carlsbad Cultural Arts Office support. The Applicant hereby gives assurance that it immediately will take any measure necessary to comply.

This Assurance shall obligate the Applicant for the period during which the financial assistance is extended. This Assurance is given in connection with any and all financial assistance from the Cultural Arts Office/City of Carlsbad after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this Assurance and that the City of Carlsbad shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

\_\_\_\_\_  
Applicant (School)

\_\_\_\_\_  
By (Applicant School's Principal, PTA President or Support Organization President)

\_\_\_\_\_  
Date